



BUSINESS, TRANSPORTATION & HOUSING AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| DEPARTMENT: | BUSINESS, TRANSPORTATION & HOUSING AGENCY | RELEASE DATE: | Monday, April 22, 2013 |
| POSITION TITLE: | Agency Information Officer | FINAL FILING DATE: | Until Filled |
| CEA LEVEL: | CEA 3 | EXTENDED FINAL FILING DATE: | |
| SALARY RANGE: | \$ 8,594.00 - \$ 9,476.00 / Month | BULLETIN ID: | 04192013_1 |

POSITION DESCRIPTION

Under the general direction of the Undersecretary of the Transportation Agency and in consultation with the State Chief Information Officer (CIO), the Agency Information Officer (AIO) is responsible for overseeing the technology functions of the Agency and its departments. The AIO has oversight responsibility for coordinating the activities of information technology (IT) offices throughout the Agency, its constituent departments, and interface partners. The AIO formulates, analyzes, revises, interprets, and evaluates business operations, operational programs, and IT resources for the Agency and its constituents.

This position will become effective July 1, 2013, under the Transportation Agency.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as

defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to the knowledge and abilities covered in this bulletin, the following qualifications will be used to provide the basis for evaluating each candidate's Statement of Qualifications:

Ability to formulate and analyze high-level policy issues, interpret and articulate policy options, and advise the California Technology Agency on courses of action consistent with other departments throughout the State.

Ability to formulate, analyze, revise, interpret, and evaluate business processes, operational programs, and transmit program policy.

Ability to serve as a communication link on program policy matters.

Ability to coordinate interdepartmental activities on critical policy issues.

Ability to advise the Agency Secretary, State CIO, and Departmental CIOs on significant policy regarding business processes, operational programs, and IT resources.

Ability to plan, develop, organize, and manage IT resources; review departmental IT planning documents; and make recommendations where interdepartmental or cross-jurisdictional issues have arisen.

Ability to comment on the impact upon IT resources of proposed legislation, regulations, or policies.

Ability to provide high level expertise in developing legislative proposals, policies and new programs in the areas of IT.

Ability to participate in the development and evaluation of proposed legislation to assess the impact of IT upon business process and operational programs.

Ability to evaluate findings and recommendations of studies about the effectiveness of IT.

Ability to attend meetings and negotiations on program and IT issues with State legislative and executive branch staff, local government officials, and provider and constituency organizations.

Ability to review periodic business process reports, operations program reports, legislative reports, controlled correspondence, and proposed regulations having significant impact; identify problems, recommend changes and approve reports and proposals; consult with legislative and executive staff on the implementation of proposed or pending legislation, IT resources, and other policy actions.

Ability to negotiate with high level executive staff from the Department of Finance, the Legislative Analyst, and legislative staff members, on IT resources relating to assigned departments.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Agency Information Officer**, with the **BUSINESS, TRANSPORTATION & HOUSING AGENCY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation by the agency evaluation committee. All interested applicants must file an Examination/Employment Application (STD. 678, Rev. 6-2010), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" employment dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview as part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

BUSINESS, TRANSPORTATION & HOUSING AGENCY, c/o California Highway Patrol,
Examination Services
P. O. Box 942898, Sacramento, CA 94298-0001
Connie Apodaca | (916) 843-3820 | capodaca@chp.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BUSINESS, TRANSPORTATION & HOUSING AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)